

USAREUR VIDEO TELECONFERENCING (VTC) HUB REGISTRATION

(Memorandum, HQ USAREUR/7A, AEAIM-SM-ISB, 6 April 2000)

NOTE: Include a copy of the accreditation documentation (including the letter of accreditation with commander's signature) for your secure VTC facility.

Part 1 - Unit Information

1. Organization name		2. Unit UIC
3. Unit mailing address	4. Plain language address:	
	5. Point of contact:	
	6. Telephonenumber:	7. Fax number:
	8. E-mail address:	

Part 2 - Equipment Information

9. Location of VTC equipment	b. Building:	c. Room number:	10. Telephonenumber in conference
11. Type of service requested <input type="checkbox"/> SECRET <input type="checkbox"/> UNCLAS			
12. H.320 VTC systems only		13. H.323 VTC systems only	
a. VTC equipment		a. Desktop operating system	
b. CODEC		b. CODEC	
c. IMUX		c. IMUX	
d. TA		d. Gatekeeper	
e. Crypto		e. Gateway	
f. Other peripheral equipment		f. MCU	
g. Source of maintenance support		g. Number of user systems	
h. Is the equipment deployable? <input type="checkbox"/> Yes <input type="checkbox"/> No		h. Network type	
i. Capable of electronic key transfers? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Part 3 - Communications Security (COMSEC) Information

14. COMSEC custodian	
a. Name:	b. Organization:
c. Telephonenumber:	d. Fax number:
e. E-mail address:	

Part 4 - Communications

15. Telephonenumber of ISDN	16. Command Communications Service Designator (CCSD) (circuit number) for direct-connected VTC facilities
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Part 5 - Remarks

17. Comments		
18. Requesting official	19. Telephonenumber	20. Date
21. E-mail address	22. Signature	

INSTRUCTIONS

Part 1 - Unit Information

1. Organization Name.

Enter the military designation of the unit registering for the USAREUR video teleconferencing (VTC) Hub service.

2. Unit UIC.

Enter the unit identification code of the unit listed in item 1.

3. Unit mailing address.

Enter the name, unit or CMR number, and APO of the organization in item 1.

4. Plain language address.

Enter the Automated Message Handling System standard unit identifying address.

5. POC.

Enter the point of contact designated by the unit commander to coordinate USAREUR VTC Hub services for the organization in item 1.

6. Telephone number.

Enter the telephone number of the POC in item 5.

7. Fax number.

Enter the fax number of the POC in item 5.

8. E-mail address.

Enter the e-mail address of the POC in item 5.

Part 2 - Equipment Information

9. Location of VTC equipment.

9a. Kaserne. Self explanatory.

9b. Building. Self explanatory.

9c. Room no. Self explanatory.

10. Telephoneno. in conferenceroom. Self explanatory.

11. Type of service requested.

Mark the appropriate box.

12. H.320 VTC systems only.**12a. VTC equipment.**

Enter the make, model, and software version of the VTC equipment.

12b. CODEC.

Enter the name of the Coder/Decoder hardware and software.

12c. IMUX.

Enter the make and model of the inverse multiplexer.

12d. TA.

Enter the make and model of the terminal adaptor.

12e. Crypto.

Enter the cryptographic device (such as the KIV-7) for the VTC system.

12f. Other periphalequipment.

Enter the make, model, and software version, if applicable, of other items required for proper VTC (for example, cameras, T.120 devices, mixers).

12g. Source of maintenancesupport.

Enter the organization providing maintenance support. Include a POC name and telephone number.

12h. Is the equipment deployable?

Mark the appropriate box.

12i. Capable of electronic key transfers?

(For secure systems only.) Mark the appropriate box.

13. H.323 VTC systems only.**13a. Desktop operating system.**

Enter the name of the operating system (for example, Win 95/98, Win NT).

13b. CODEC.

Enter the Coder/Decoder hardware and software.

13c. IMUX.

Enter the make and model of the inverse multiplexer.

13d. Gatekeeper.

Enter the make, model and software version of the gatekeeper.

13e. Gateway.

Enter the make, model and software version of the gateway.

13f. MCU.

Enter the make, model, and software version of the multipoint control unit.

13g. Number of user systems.

Enter the number of desktop systems supported in this suite.

13h. Network type.

Enter the type of network (for example, asynchronous transfer mode, 10/100 ethernet).

Part 3 - Communications Security (COMSEC) Information

14. COMSEC custodian.**14a. Name.**

Enter the name of the person responsible for the organization's COMSEC-changeover period.

14b. Organization.

Enter the military designation of the unit to which the COMSEC custodian is assigned.

14c. Telephone number.

Enter the telephone number of the COMSEC custodian.

14d. Fax number.

Enter the fax number of the COMSEC custodian.

14e. E-mail address.

Enter the e-mail address of the COMSEC custodian.

Part 4 - Communications

15. Telephonenumber of ISDN.

Enter the ISDN telephone numbers of the organization in item 1.

16. CCSD.

Enter the Command Communications Service Designator (circuit number) for direct-connected VTC facilities.

Part 5 - Remarks

17. Comments. Self explanatory.

18. Requesting official. Self explanatory.

19. Telephonenumber.

Enter the telephone number of the requesting official.

20. Date. Self explanatory.

21. E-mail address.

Enter the e-mail address of the requesting official.

22. Signature.

To be signed by the requesting official.